



**STATE OF MONTANA
DEPARTMENT OF CORRECTIONS
POLICY DIRECTIVE**

Policy No. DOC 1.1.6	Subject: INCIDENT REPORTING AND DUTY OFFICER SYSTEM
Chapter 1: ADMINISTRATION AND MANAGEMENT	Page 1 of 4, and Attachment
Section 1: General Administration	Effective Date: June 1, 1998
Signature: /s/ Bill Slaughter, Director	Revision Dates: 05/12/98; 06/15/00; 03/26/02; 04/20/05; 01/18/06

I. POLICY

It is the policy of the Department of Corrections to ensure that all facility-related incidents that jeopardize or have the potential to jeopardize staff, offenders, visitors, the security of the facility, or the safety of the community at large, are reported in a timely manner to the Montana State Prison Command Post. It is also the policy of the Department to establish a central office duty officer system to ensure that key administrative staff are available for consultation during non-working hours.

II. APPLICABILITY

All Department divisions, facilities, and programs.

III. REFERENCES

- A. 2-15-112, 53-1-203; *Montana Code Annotated*
- B. *DOC Policies 3.7.1 through 3.7.26; Emergency Responses*

IV. DEFINITIONS

Central Office – The Helena office of the Department of Corrections (DOC).

Central Duty Officer – A central office staff person assigned by the Department director to be available for Priority I incident notifications.

MSP Command Post – The location at Montana State Prison where all DOC prisons and facilities, including contracted facilities, prerelease centers, and youth correctional and placement facilities, report all Priority I incidents.

Investigation and Compliance Monitoring Bureau (ICMB) – The Department bureau designated to oversee compliance monitoring and safety, emergency operations, and investigations.

Facility Administrator – The official, regardless of local title (administrator, warden, superintendent), ultimately responsible for the facility or program operation and management.

Designee – The position responsible for a specific action or program will also apply to that person's designee.

V. DEPARTMENT DIRECTIVES

A. Incident Reporting

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1. All Priority I incidents taking place within a facility or program including, but not limited to, acts of violence, escape or attempted escape, hostage-taking, duty-related death or serious injury of a staff member, or other major facility disruptions, will be reported to the MSP Command Post.
2. Reporting Requirements
 - a. It is the responsibility of the facility shift supervisor to immediately notify the facility administrator and the **MSP Command Post** of all Priority I incidents at the following number: **406-846-6059**.
 - b. Initial written reports for all Priority I incidents will be faxed to the central office at **406-444-4920** and the Investigation Unit at **406-846-2951** as soon as possible and, in all cases, no later than eight (8) hours after the incident. The shift supervisor is responsible to review all reports for accuracy, completeness and clarity before signing the report and will return any insufficient reports to the reporting employee with instructions and guidance on correcting the reports.
 - c. Once the supervisor has signed the report, he or she will determine the report routing and distribute the copies accordingly.
 - d. For reporting purposes, incidents will be organized into levels of seriousness. These levels are defined below as:

Priority I Incidents

Priority I incidents include, but are not limited to, the following:

- service-related death of an employee, volunteer, or visitor
- offender death from natural causes, suicide, or other means
- extensive property damage resulting from fire, man-made or natural disaster, or offender actions
- actual, suspected, or attempted hostage action
- sexual assault involving a staff member
- serious offender/offender assaults, sexual assaults, or assaults with weapons
- assaults involving staff and weapon use that require hospitalization
- riot or disturbance
- escape, or serious escape attempts, from a Department or contracted secure facility including all unauthorized absences from a secure youth correctional facility
- escape from a community-based facility or program operated or contracted by the Department
- unauthorized absence from a youth transition center if youth is registered as sex offender or violent offender or presents a clear threat to the community
- actual or suspected sabotage resulting in major property damage or prolonged disruption of operations, such as suspected arson, cut power or telephone lines, or inoperative heating, cooling, or ventilation plant
- any occurrence the facility administrator believes may result in an unusual level of public attention

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- power outages that have the potential to jeopardize the safety and security of the facility or program
- discharge of a firearm by any Department employee in the line of duty (except for training purposes)
- any violent act committed by a person visiting or working in the facility or program, including any act committed by staff that may result in criminal charges
- suicides or serious suicide attempts
- reported or suspected illness from highly contagious diseases
- labor strike or job action

Priority II Incidents

All other incidents will be categorized as Priority II. Unless site-specific policies and procedures require otherwise, Priority II incidents will be reported through typical reporting channels. Phone notification to the MSP Command Post is not required; however, if an employee is in doubt about whether an incident should be reported to the MSP Command Post, he or she will use caution and report the incident. Priority II incidents include, but are not limited to, the following:

- suspected or reported offender abuse, including sexual abuse
- use of restraints or physical force by correctional staff in the performance of their duties in other than routine offender movement
- accidental discharge of a firearm
- self mutilation
- possession by an offender of serious contraband
- physical confrontations between staff
- physical altercations between offenders
- injuries that do not require emergency room care
- unauthorized absence from youth community programs that do not present danger to the community.

3. Incident Report Documentation

Each facility or program will establish a method to document and track Priority I and II incidents according to the following:

- a. establish a permanent log indicating the nature of the incident; and
- b. maintain the original incident report in a secure central filing system.

4. Reporting Format

All facilities or programs will utilize a standard incident report form for all Priority I and II incidents (see Attachment, Incident Report Form).

B. Central Duty Officer System

1. The Department director will appoint a central office exempt employee, known as the duty officer, to be available in times of crisis for consultation and notification during unusual management situations. In the event the designated duty officer is absent,

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other exempt staff in the central office will be assigned as the duty officer.

2. All DOC prisons and facilities, including contracted facilities, prerelease centers, and youth correctional and placement facilities, will report all Priority I incidents to the Command Post located at the Montana State Prison (see V.A.2. above for number).
3. *In case the notification communication system should fail*, the MSP Command Post will notify the central duty officer so that the Department director, central office administrators, and designated elected officials, as determined by the notification roster at MSP Command Post, are notified. The Investigation and Compliance Monitoring Bureau will provide the MSP Command Post with the necessary contact numbers.
4. The central duty officer will notify central office administrators who may be instrumental in the emergency operations center (EOC) located at the central office or other designated EOC locations.
5. In case of major emergencies, the central duty officer, at the request of the facility or program initial incident commander, has the authority to mobilize any and all Department resources.
6. Facility administrators have the authority to make on-site emergency assignments and decisions independent of the central duty officer system.

C. Local Facility or Program Duty Officer

1. The facility administrator may identify staff to serve as a facility or program duty officer. The duties and responsibilities of the duty officer will be established at the local level in accordance with *DOC Policies 3.7.1 through 3.7.26, Emergency Responses*.
2. The facility shift supervisor, or designee, must immediately notify the facility administrator of all Priority I incidents (see above list) and the MSP Command Post at: 406-846-6059.
3. All other incidents will be prioritized as Priority II (see above list). Unless site-specific policies and procedures require otherwise, Priority II incidents will be reported through typical reporting channels. Phone notification to the MSP Command Post is not required; however, if an employee is in doubt about whether an incident should be reported to the Command Post, he or she will use caution and report the incident.

VI. CLOSING

Questions concerning this policy should be directed to the Investigation and Compliance Monitoring Bureau.

VII. ATTACHMENT

Incident Report Form



SUMMARY OF INCIDENT

Date

Date

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